

Executive Registry

69-6285/3

DD/S 69-5781

30 DEC 1969

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT: Personnel Ceilings for FY 1970 and FY 1971

1. At our meeting of 17 December it was agreed that I would provide targets to achieve the five percent personnel reduction required by year-end FY 1971. Accordingly, I ask that you consider the following figures as the new ceilings for your Directorate:

<u>FY 1970</u>	<u>FY 1971</u>
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2. These ceilings have been determined after consideration of various factors affecting your Directorate, including OPRED reductions, current vacancy situations, guidance from the DCI concerning the general posture of the Agency, recent program decisions affecting the 1971 budget, and the comments of the Deputies made at the 17 December meeting.

3. It is requested that you provide me by close of business on 8 January with a distribution of these ceilings by component and a specific statement of the impact you believe these new ceilings will have on the programs and manpower resources of your Directorate. In addition, since further adjustments may be necessary, please provide a revised component breakdown and statement of additional impact which assumes a 1971 ceiling with 50 fewer positions than indicated above.

4. O/PPB will be glad to assist you in the preparation of this information and to advise you of the rationale by which the proposed ceilings were reached.

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L. K. White  
Executive Director-Comptroller

**SECRET**

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